APPROVED MINUTES

Adult Education Advisory Committee March 8, 2006 Utah State Office of Education South Board Room- 10:00 a.m. - 1:00 p.m.

Present: James Andersen, Herb Clark, Suzette Hudson, Cindy Krueger, Wayne Mifflin, Edie Mitko, Norman Nakamura, Marilyn Nunez, Paula Oakey, Nate Southerland, Don Uchida, and Gary Wixom

Excused: Nancy Birchell, Edwin Espinel, Hector Mendiola, and Mary Ann Parkinson

Utah State Office of Education Staff:

Jeff Galli, Sandi Grant, Marty Kelly, Shauna South and Carolyn Johnson (Secretary)

Welcome:

Paula welcomed everyone in attendance, and went on to review the minutes.

Approval of Minutes

The minutes of February 8, 2006 were reviewed and corrected with Cindy Krueger making a motion to approve them, and Wayne Mifflin seconding the motion. The motion passed.

Memorandum of Understanding

Marty stated that the Memorandum of Understanding with Workforce Services and Adult Education allowed the two agencies to work together collaboratively, share information back and forth, and keep pathways open, but was not sure where the focus should be directed. Paula indicated she wanted it to be directed towards awareness of pathways between Workforce Services, Adult Education, and Vocational Rehabilitation. Suzette mentioned there would be a meeting on March 14th with WEEDA where similar issues such as information sharing, accessing pathways, corporate cross training, regional testing, etc. would be addressed.

A question was raised as to whether or not the Memorandum of Understanding could be applied to students from 16-18 who are exempt (dropped out of high school) so his/hers information could be forwarded to caseworkers at Workforce Services, Job Corps, etc. James indicated it would be in the student's best interest to be retrieved and referred to education/training as soon as possible. A lot of discussion took place about locating youth, sharing data, the activity of legal negotiations, and various possibilities. A few obstacles were stated that make it somewhat complicated to include age 16 and older: (1) due to the federal definition of a 16-year old, a district would not receive funding, (2) the student could choose to return to school at any time (a revolving door situation), and (3) parental permission is still required to share information on a student.

Further discussion involved a situation in the Duchesne area of a high school dropout who was working at McDonalds and had the opportunity to work in the oil fields for \$25 per hour. He went to Workforce Services seeking employment in the oil fields, the workforce counselor was instrumental in hiring the client, and both people met their goals. The need for education is always going to be put off until later for the client because it is too hard to arrange in between work and everyday schedules. Nevertheless, the good-paying jobs do not last forever and causes grief to the "uneducated" client when they end.

Comment was made that it goes back to Workforce Services and Adult Education having their Memorandum of Understanding working together. DWS is getting the message to their local regions and utilizing adult education services. James commented there continues to be a need to establish local, informal pathways

Paula mentioned that she would like the Memorandum of Understanding to be an on-going item and have it addressed at the meetings.

Legislature Update

Jeff briefly summarized the activity prior to end of the legislative session explaining adult education was a little anxious, and how good it was to receive 1.5 million dollars compared to the one million originally requested, giving an approximate total of \$9,148,00. He explained there were other issues such as multiple bills presented dealing with UBSCT, alternative assessments for adult education and special education which had failed.

Marty interjected that Mary had attended a data meeting where there had been discussion regarding on-line testing which is encouraging. It is a whole new category and new direction for adults. However, directors still have to show Phil Jeffery (the Governor's fiscal analyst) where funding comes from such as fees, vending machine information, WPUs flowing from K-12 to adult education, how the URAED form is completed and exactly how the money is collected from adult education by the local programs. All the funding has to be accounted for.

As UBSCT was discussed, a couple of points were highlighted such as the ruling from Judy Park that allows current students to be grandfathered in, and that multiple sites and times might not be a problem. There were numerous comments and questions however, involving students graduating after 2006 that led to a lot of confusion without solutions. Comment was made that this was a discussion for the directors' meeting. James felt strongly that a lot of thought needed UBSCT issues prior to being discussed at the director's meeting, and suggested a subcommittee should make a decision on the transcript and every school in Utah be visited with one question, "Do they have to pass UBSCT?" Marty indicated that as a state office staff, they would review it and have information at the directors' meeting.

Adult Commercial - Public Relations

Nate indicated he was directing his presentation to public service announcements and showed where on UEN.org, Channel 9 information was outlined such as priorities, format, and airtime and provided contact information for Kyle Anderson, their program editor. He gave a brief background about PSAs being typically 15 to 60 seconds long. PSAs cannot advertise products for sale but can advertise programs and give contact information.

He explained there is an organization called Media Solutions in their building that contracts for KUED, and Gordon Jones who works for the company, gave UEN a "ballpark" figure of \$1,250 for a 60-second public service announcement. Nate indicated once a PSA is produced it can be taken to any TV or radio station and if they are given a press release, they will do an on-air release including contact information.

Nate encouraged the committee to put together a public service campaign to attract more patronage for the adult education programs (specifically more Spanish language) indicating there are six to seven language media radio stations in the valley. James suggested that especially with reading, writing and math, it would help dispel the myth that we are community education programs.

A question came up regarding whether or not a PSA would be permissible within the adult education budget. Marty indicated AEFLA funding was down one percent, they are still waiting on the corrective actions from OVAE to see how much money must be paid back, and the MIS costs must be considered. Marty indicated it is something important and needs to be done, but the issue is how to pay for it.

Nate mentioned there were other alternatives to explore; it didn't have to cost this program a lot of money.

Paula asked if there were action steps that should be taken regarding the PSA project for the minutes, and Marty indicated not to expect any from the adult education staff until late summer.

James suggested the possibility to ask adult education directors at the upcoming meeting in St. George if there was any money outside of their adult education funding that they could put together for a PSA for the entire state. Paula said to try that avenue and report back at the next meeting.

It was concluded that this item would be revisited so that we could move forward with it.

Library Outreach Program

Paula invited Nate to talk about the Library Outreach Program. He explained they had a grant to make DVD copies of three different series that Channel 9 airs. GED Connection, GED Preparation Program, Workplace Essential Skills which is a Workforce Preparation Program, and PB411 which is adult basic skills series that covers everything from resume writing to balancing your checkbook, remedial literacy, etc.

He said that he had put copies in 45 libraries across that state along with GED Connection workbooks as resources for the local adult programs to allow their students to work on independently. As he delivered the materials to the libraries he had a good response, with the problem being in getting the materials checked back in at the libraries. He is going to be collecting circulation data on these particular materials in July. Circulation numbers for the GED Collection from the Salt Lake County Library are available if anyone is interested.

Nate informed the committee that if they desired copies of the GED programs, they could be duplicated at cost. In addition, the programs are available on the E-media system (can be accessed from schools) and showed the committee how to access the Pioneer Online Library. He indicated anyone with a library card, who attended school K-12 or higher education, and who was in adult education could access these sites.

Appreciation was expressed to Nate for his time and presentation.

Edie talked about a new program in the libraries called Emergent Literacy that was tied to Adult Education, and librarians are being trained across the state. She indicated she has seen two presentations in Spanish. The parents and children are put into two different rooms and the parents are learning the competencies necessary to teach their children how to read.

Adult Education Success Stories

Paula explained she had put this on the agenda because repeatedly through the years success stories have been addressed and focused on.

Nancy Birchell had told a story during lunch time at the last meeting and Paula had wanted her to share it this time. Since she couldn't be here it will be put on the agenda again for April.

James Andersen suggested to bring this up at the directors/coordinators' conference and talk about each district putting together one success story that included one or two paragraphs along with a picture.

Various stories among committee members were shared of people in the adult education program who had experienced success and how much it had meant to them. One particular story was told by Marilyn Nunez about one of her students from the Congo who was discouraged (she had eight children) and was worried about ever learning anything. She eventually completed the program and is now attending Salt Lake Community College and is on the list for the nursing program. Marilyn said she had the student come and talk to her class and the student expressed she had been taught to write a check and "had been taught EVERYTHING, not just ESL"

Comment was made that maybe a success story should be put together about Marilyn's student.

Worksite Learning Report

Paula indicated Herb was still working on this but not getting the feedback he requested or his calls returned as soon as he needed, and so it will be on the agenda for the next meeting.

Chair-Elect Decision

Comment was made that the person elected should definitely be a business person and someone who could be in attendance for each meeting. It was suggested to table the item and put it first on the agenda for the next meeting. Paula said she would call Herb Clark to let him know his name came up as Chair-Elect to fill the vacancy and to see if he would be interested in serving.

Other

- Attention was made to the new roster printed for the committee members. The committee took note to Edwin's expiration date, and Paula said she would call him as to whether or not he still wanted to (or still could) serve on the committee. (Carolyn mentioned there had been a letter prepared requesting him to indicate his intent.)
- James brought up a scenario he was dealing with regarding CASA testing (reading, writing, listening and speaking) and how much it would cost to hire personnel to give the tests. He felt the auditors were asking more of our state than others when he started doing some comparisons. After some brief discussion with Marty, and encouragement to determine what was best for his caseload, (CASA or BEST) the conversation was concluded.
- Marty asked the committee if they would be interested in going to a bi-monthly meeting
 to ease their schedules and commitments. After various comments, several concerns, and
 a brief discussion, Suzette motioned to continue to meet on a monthly basis unless other
 situations occur, and James seconded the motion. Paula asked for all those in favor, and
 the motion passed.

Adjourn

It was announced that the next meeting will be <u>Wednesday</u>, **April 12**, **2006** at 10:00 a.m. Marilyn Nunez motioned to adjourn, and Suzette seconded it. The motion passed.